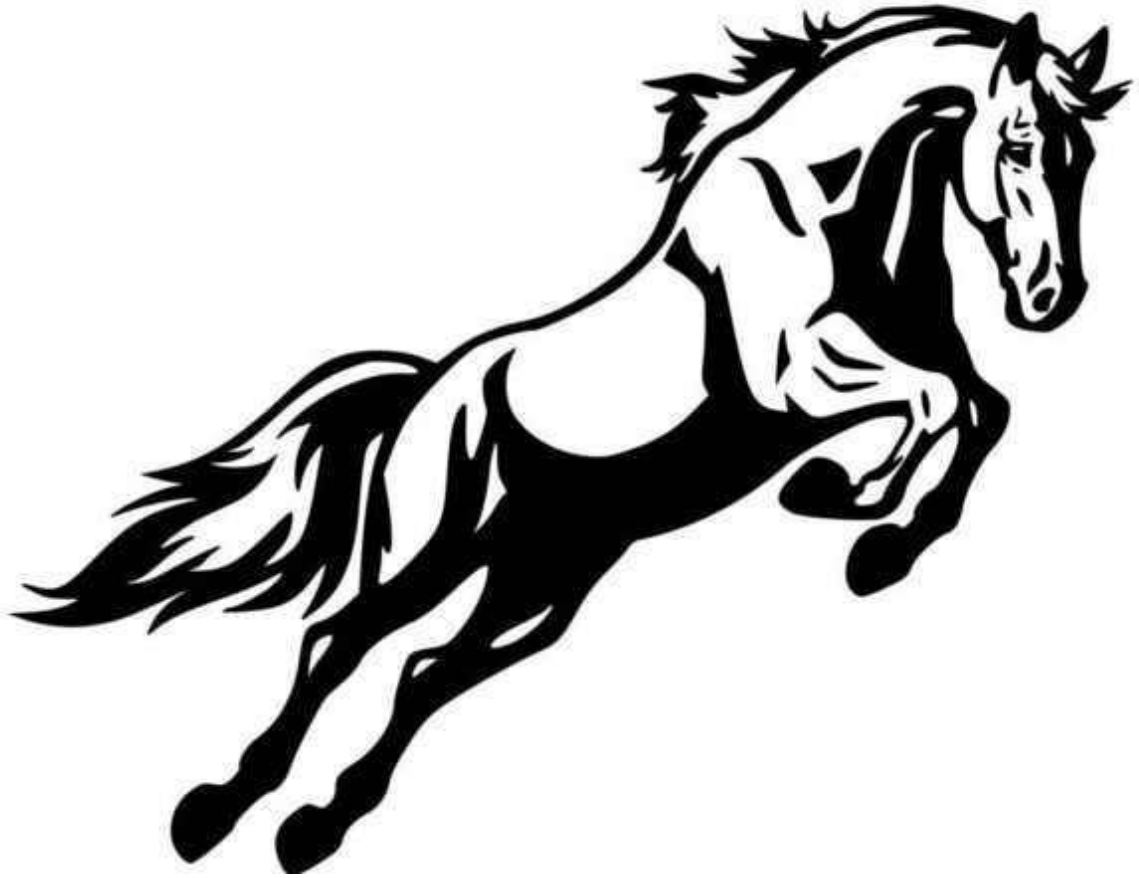


Delta Elementary School

-Mustang Pride-



2024-2025

Student Handbook

Delta Elementary School

Dear Parents and Students,

Welcome to Delta Elementary School and the start of an excellent school year. At Delta, “Promoting academic and behavioral accomplishments while preparing for the future of every child,” is our ultimate goal. The dedicated faculty and staff at Delta will endeavor to provide a safe, nurturing learning environment that positively supports student learning. We cannot succeed without your cooperation and support. We have some exciting and new opportunities for the students and look forward to presenting them to both you and the students. Let’s work together to set a new standard for academic excellence in the 2024-2025 school year.

Thank you,

Carla Martin, Principal

Deborah Reese, Assistant Principal



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“Preparing Students for Tomorrow’s World”



Delta Elementary Vision Statement:

“Our vision at Delta Elementary is to provide ALL students with inspiration, confidence, and strategies necessary to compete in a global society.”

Delta’s Motto:

“Learning that Lasts a Lifetime.”



Delta Elementary Mascot:

Mustang



Delta Elementary School Colors:
Solid color Polo shirt with khaki bottoms



Resources for Parents

Remind: Text directly to teachers and administrators in two way conversations

Parent Parties Engage: Compete with other parents while gaining meaningful information about the school and class information

21st Century Afterschool Tutoring Program: Monday, Wednesday, and Thursday from 3:30 p.m.-5:30 p.m.

Chromebook repair and check out for new students.

Google Classroom/Clever

IREADY Student Learning Pathways designed to level students and help with a specialized learning path for each student.

State Legislative Auditor

Per the auditor for the State of Louisiana

No refunds of any kind can be given once the amount has been deposited into the school account.

DELTA CODE OF CONDUCT

DISCIPLINE PHILOSOPHY

It is the philosophy of Delta Elementary Faculty that every student is entitled to a safe and secure environment in which to learn and grow. The school's discipline code was developed to ensure such an environment and to protect the rights of each individual. In order to protect and secure these individual rights, the school must have rules and regulations, which are to be followed by all students.

All students at Delta Elementary will be held accountable for their behavior on campus and on the way to and from school. Every staff member at Delta Elementary is responsible for the control and conduct of our students while the students are legally under the supervision of the school. Every student will be expected to obey all Delta Elementary staff members immediately, and without any uncivil reply in word, attitude, or action. Students who display inappropriate behavior will receive corrective disciplinary action.

It is the philosophy of Delta Elementary Faculty that learning is the responsibility of each individual student. For students to be able to learn, they must come to school prepared for the day's work. It is therefore important that they have the materials and tools necessary for daily work: pens, pencils, notebooks, paper, workbooks, etc. We feel that it is the responsibility of parents to see that their child is present at school each day on time. **When students are late or picked up early, it disrupts the whole class.**

A. ATTITUDES

1. Students who attend Delta are expected to exhibit the attitude of courtesy, respect, and general good manners taught at home and school.
- a. Students are expected to be helpful and courteous.
- b. Students are expected to address adults and school personnel as Mr., Mrs., Ms., or Miss.
- c. Students are expected to use phrases such as "Please", "Thank You", "Excuse Me", "Good Morning", "Yes Sir", "No Sir", etc.
- d. Students are expected to show support and respect to their teachers, classmates, and school.



B. DISCIPLINE

2. Appropriate discipline is necessary to a successful learning environment.
3. Discipline will have as its primary objective to change the misbehavior to allow learning to take place.
4. No student will be allowed to behave in such a manner as to prevent other students from learning.
5. All discipline will be imposed according to the Morehouse Parish School Board Policy.

C. SCHOOL WIDE CLASSROOM RULES-

1. Prepare for work daily. Have all you need for class. Dress appropriately
2. Respect yourself and others. Follow rules and use kind words.
3. I can attitude. Put your best effort into your classwork.
4. Develop safe habits. **Masks are optional-left up to Parents**. Do unto others, as you would have them do unto you.
5. Encourage Others Positively. Use kind words and an encouraging attitude.



D. HALLWAY RULES

1. Prepare for work daily. Have everything you need when you leave your room.
2. Respect yourself and others. Walk quietly on the right side of the hall at all times.
3. I can attitude. Stay in line. Wait your turn.
4. Develop safe habits by moving through the hallways quietly.
5. Encourage Others Positively. Walk keeping your hands and feet to yourself.

E. CAFETERIA RULES

1. Prepare for work daily. Eat in the classroom and clean up your trash.
2. Respect yourself and others. Show appreciation and respect to our cafeteria staff.
3. I can attitude. Use inside voices and stay in your seat until dismissed.
4. Develop safe habits. Use good table manners. Keep hands and feet to yourself.
5. Encourage Others Positively. Sit at the table properly showing proper table etiquette.



F. BUS LINE RULES

1. Prepare for work daily. Have everything you need in your backpack when you leave.
2. Respect yourself and others.
3. I can attitude. Show good attitude by sitting quietly and listen for your bus number.
4. Develop safe habits. Talk in a soft voice only.
5. Encourage Others Positively. Keep hands and feet to yourself. Follow bus safety rules.

G. CAR RIDER LINE

1. Prepare for work daily. Have everything you need when you leave your room.
2. Respect yourself and others. Attitude is everything.
3. I can attitude. Stay in line without talking and playing. WALK.
4. Develop safe habits. Listen for your name; let others be able to hear their name.
5. Encourage Others Positively. Keep hands and feet to yourself.

{All car riders will be picked up at the car rider line located on the side of the cafeteria. No one is allowed to walk up and pick up a child} All vehicles must have a car rider tag hanging visibly to pick up a student. No car riders will be allowed to be placed in cars without the tag. If no tag is visible the car will be directed to the main office to pick up the child. No child will be allowed to be checked out just to beat the car rider line. Every check out will count towards attendance requirements and law pertaining to attendance and truancy court.}

H. PLAYGROUND CONDUCT

1. Prepare for work daily. Have everything you need when you leave your room.
2. Respect yourself and others. Attitude is everything.
3. I can attitude. **Students must stay within the boundaries of their assigned play area and in the sight of the duty teachers. Students will keep hands and feet to themselves.**
4. Develop safe habits. Do unto others as you would have them do unto you. Walk.
5. Encourage Others Positively. Keep hands and feet to yourself. **NO ROUGH PLAY! and NO CONTACT WITH OTHER STUDENTS!**

ACTIVITIES NOT PERMITTED

1. THROWING OR SHOOTING OF OBJECTS at any time on the school campus or classrooms. (This is grounds for suspension.)
2. USE OF PROFANE LANGUAGE and/or obscene gestures, pictures, drawings, etc.
3. NO FIGHTING AT ANY TIME.
4. **Masks are optional- left up to Parents**
5. Intimidation, extortion, harassment, and/or bodily harm to any student. NO BULLYING!
6. Possession of a lethal weapon, including knives.
7. Bringing a radio, tape recorder, or any other item is specifically prohibited without permission of the principal. When going on field trips the teacher will determine what is allowed to be brought. The school will not be responsible for any lost items on field trips.

B. DISCIPLINARY ACTION

1. Each teacher will utilize the school wide classroom rules and consequences. It is the student's responsibility to obey those rules. Each teacher is encouraged to handle discipline in their classroom; however, repeated offenses of breaking the rules will result in the student being sent to the office.
2. Some of the consequences for breaking class rules may include but is not limited to the following:
 - a. Time-Out
 - b. Assignments
 - c. Withholding of special privileges
 - d. Temporary removal from the classroom by the teacher
 - e. Visit to the principal's office
 - f. Corporal punishment-With signed permission
 - g. Saturday Detention
 - h. In-school suspension (Positive Action Classroom)
 - i. Suspension by the principal



C. CORPORAL PUNISHMENT

Corporal punishment will be administered according to the following school board guidelines:

1. Only with signed permission form from parents each year

D. AT-HOME SUSPENSION

1. Student work will be sent home and students must complete work.
2. This will be counted as an out of school suspension.
3. 1st suspension is for 1-3 days as issued by the principal. Each subsequent suspension is for three days for each suspension occurrence.

F. Detention:

1. Saturday detentions will be set up for students to attend who disrupt the learning environment. They must be attended on the day assigned or the next makeup day.
2. Students will report to the school at 8:00 a.m. in school uniform and will be dismissed at 11:00 a.m.
3. Students must be brought to the school and picked up at scheduled time.
4. Any student that does not attend the detention assignment will receive a 3 day suspension that will count towards an expulsion hearing.



Uniform colors will be khaki pants, shorts, skirts, and/or capris with any solid color polo shirt. If students wear jeans on a non jean day, they will be assigned to Saturday detention.

- 1. Masks during transitions are optional. (bus, entering, exiting school, bathrooms, hallways) Masks must be school appropriate. (no profanity or obscene gestures on masks.)**
- 2. Uniform style pants (Khaki color) only.** No pockets sewn on the outside of the pants. No jean or corduroy material. No cargo pockets or carpenter rings.
- Pants must be hemmed and **worn on the waist.** Leggings, wind pants, sagging, and tight clingy material will **NOT** be allowed.
- Jeans **on jean day** must conform to the uniform rules. No words, holes, or pictures should be on the jeans.
- Shirts must be polo or oxford type shirts. No blouses allowed. **Only Delta T-Shirts that are sold by Delta will be allowed. Undershirts must be solid white.** Shirts must be tucked in.
- NO overalls will be allowed.
- Shorts, skorts, and skirts must be no more than 3 inches above the knee.
- Female students may wear capris. They will be allowed as long as they are not tight fitting down the leg and fit the uniform dress code.
- Belts grades 1-3 must be worn with pants/shorts that have belt loops. Black, Brown, Navy, or Khaki color belts only. No large belt buckles. No words written on belts. No long tails allowed. Pants with belt loops that have been cut off will not be allowed.
- Socks must be worn.
- Shoes must be closed in (toes and heels).** No sandals, flip flops, mules, slides (crocs), wedges, or bedroom slippers may be worn. This is a safety precaution. Tennis shoes must be worn for PE.
- Shirts may not be worn as light-weight jackets. No ponchos or shawls.
- Heavy weight coats and jackets must button or zip all the way up and down. **NO pullover jackets, hoodies, or coats.** Heavy weight coats may **not** be worn in the classroom.
- Boys and girls must wear their hair in a standard acceptable style. Hair in rollers, excessive teasing, beehives, hair in the face, or any other style that is detrimental to the student's performance of the normal school activities is prohibited. No student shall wear a hair style which is distracting to other students in the performance of school learning activities. No distracting colors (orange, blue, purple, etc.), styles, or patterns. Naturals will be accepted if neat. **Keep hair out of the face.**

15. The wearing of hats, caps, or headdress of any type will be permitted only for specific health reasons as prescribed by the treating physician, for the practice of a religious custom or belief.
16. NO MAKE-UP OR FALSE FINGERNAILS. No visible tattoos.
17. Students may wear only stud earrings; NO long, dangly earrings or hoops.

☆LABEL ALL CLOTHING WITH STUDENT'S NAME, ESPECIALLY JACKETS AND COATS.

All students in grades K-2 must have an extra set of clothes at school.

☆☆☆The final decision on acceptable dress will be made by the principal.☆☆☆

POLICY INFORMATION

I. CELLPHONE/ELECTRONICS POLICY

Govenor Landry signed into law a bill that bans cell phone use in schools. SB207 states that any cell phone or additional communication devices must be powered off and put away for the entire school day if brought to the campus. Jul 2, 2024

CONSEQUENCES FOR VIOLATION OF THE ELECTRONIC DEVICES POLICY AT SCHOOL

Students will be subject to disciplinary action by Delta Elementary School if the use of a cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, accessing any obscene threatening or otherwise inappropriate material, or violating other school rules.

Consequences for violating the DES electronic use policy-

First offense: The student's electronic device will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their device at the end of the day, students must discuss and review the cell electronic policy with a staff member. A minor referral will be entered into Webpams.

Second offense: The student's electronic device will be confiscated and held in the main office until a parent/guardian is able to come to pick the device up. A minor referral will be entered into Webpams.

Third offense: The student will receive a 1 Day Out of School suspension/Timeout at home. The student's electronic device will be confiscated and held in the main office until a parent/guardian is able to come to pick the device up. A major referral will be entered into Webpams.

Fourth Offense: The student will receive a 3-day Out of School suspension at home. The student's electronic device will be confiscated and held in the main office until a parent/guardian is able to come and pick the device up. A major referral will be entered into Webpams.

Fifth and Subsequent Offense: The student will receive a 5-day Out of School suspension at home. The student's electronic device will be confiscated and held in the main office until a parent/guardian is able to come to pick the device up. A major referral will be entered into Webpams.

Note: Refusal to surrender the electronic device will result in a 3-day suspension at home. A major referral will be entered into Webpams.

****The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in suspension and/or request for expulsion**

II. BUS POLICY

See attached Morehouse Parish Transportation Discipline Policy

Masks are optional when traveling on the bus.

III. CONFERENCE (PARENT-TEACHER) POLICY

- A. The school will cooperate fully with the parent when a conference is needed and desired.
- B. **All Parent-Teacher conferences must be scheduled through the office.**
- C. **No conference may be scheduled during class time.**
- D. There will be no interruptions to any class between the hours of 8:00 a.m. and 3:30p.m. except in an emergency.
- E. **No one can enter the school without prior approval. Masks are optional. Conferences may be conducted by phone.**

IV. STUDENT CHECK-OUT POLICY/ATTENDANCE POLICY

MOREHOUSE PARISH SCHOOL BOARD ATTENDANCE POLICY

ABSENTEE POLICY FOR ELEMENTARY SCHOOLS

Student will present statement from parent or physician to their teacher or to the office to verify absence. This statement will allow missed work to be made up.

II. An attempt will be made to contact the parents of absent students. After a three-day consecutive absence a school official will attempt to contact the parent or guardian to verify the cause of absence. Children being kept out of school in violation of state law will be reported to the Supervisor of Child Welfare and Attendance.

III. Absences will be reported on 6 weeks report cards. In addition, parents or guardian will receive written notices by mail when their child has missed 3, 8, 12, 16 and 17 days in a given term. IV. Any student missing more than 16 days in a term will not receive credit

for that 7.H term. Exceptions can be made only in the event of extenuating circumstances approved by the parish Supervisor of Child Welfare and Attendance, in consultation with the principal. V. Absences resulting from extenuating circumstances must be approved by the parish Supervisor of Child Welfare and Attendance. No absences of less than 3 consecutive days will be considered.

VI. No student will leave the campus during the day unless they are signed out by their parent guardian. IX. ELEMENTARY POLICY ON TARDINESS: Tardy to School: A tardy bell will ring five (5) minutes after the first scheduled daily bell. A student arriving to school after the tardy bell has signaled must receive a permit from the school office to

enter class. Consequences for school tardies are as follows: 3rd offense
.....letter to parent, mandatory conference with parent 5th offense
.....home visit, and referral to Truancy Court

FOR FULL MOREHOUSE PARISH SCHOOL BOARD ATTENDANCE POLICY PLEASE SEE
POLICY H-2.1 ON THE PARISH WEBSITE AT WWW.MPSB.US

- A. **Parents are not allowed in the school for check out's. The parent can stand by the front door and call the office to let the secretary know the student is being checked out. The secretary will bring the student to the front door. Masks are optional.**
- B. No student will be allowed to leave school unless he/she has been checked out at the front door by an **adult**.
- C. Students will be notified from the office that they are being checked out. Students who are checked out early for an excused reason will be expected to make up work missed. The work must be made up within four days, after that time the student will not be allowed to make up the work and will receive an automatic

failure of the work assigned. If a student is checked out early without an excuse such as sick or doctor's appointment, they will not be allowed to make up any work missed.

- D. **No students will be checked out after 2:45 p.m.**
 - E. Students have 2 days to return an official dr.'s excuse to the school in order for the days and schoolwork to be made up and/or excused.
 - F. **STUDENTS MAY NOT LEAVE SCHOOL WITH ANY PERSON OTHER THAN PARENTS/LEGAL GUARDIANS.** If your child needs to be picked up by others, please let the teacher and the office know.
 - G. **No students will be allowed to be checked out from a field trip. Students will leave the school with their class on the bus and return. No parents may ride the bus but are strongly encouraged to attend with their child.**
- V. **TRANSPORTATION AND PARKING POLICY**
- A. Students arriving by car in the mornings **CAN NOT ARRIVE BEFORE 7:20 a.m. or after 7:45 a.m.** as there will NOT be a teacher on duty until that time. If students arrive after 7:45 a.m., they must be checked in by a parent at the front door.
 - B. Parents who have a conference in the morning should park in the parking area. **PLEASE DO NOT LEAVE YOUR VEHICLE IN THE MIDDLE OF THE DRIVE WAY. THIS CAN CAUSE A TRAFFIC JAM.**
 - C. The section of Delta Loop in front of the school is for bus drop off and pick up during the hours of 7:30 - 8:15 a.m. and 2:00 - 3:30 p.m.
 - D. We ask that you do not come and check your child out early to avoid the traffic. This interrupts the learning process for your child and all the other children in the classroom. The last few minutes of the day is the time that teachers review from the day's lessons, make sure the students understand any assignments or homework, and get the class ready for the next day's lessons. This is really a very important time of the school day.
 - E. Student pickup after school:
 - 1. Park as far forward as possible to allow others to park.
 - 2. **DO NOT LEAVE CARS UNATTENDED.**
 - 3. Children must be accompanied or directed by a teacher to the car. For everyone's safety, they should never attempt to go to their vehicle alone.
 - 4. State law requires all students to be placed in the rear of the car, to help please always have the passenger side of the rear seat cleaned out for teacher and student safety.
- VI. **DAILY SCHOOL SCHEDULE**
- A. School will begin at 7:50 a.m. each morning.

- B. School will be dismissed at 3:30 p.m.
- C. Duty teachers arrive at their duty positions at 7:30. Car riders must not be dropped off without the duty teacher present.
- D. All students who wish to eat breakfast must arrive between 7:30 and 7:40.

VII. TELEPHONE USE BY STUDENTS

- A. Students will be allowed to use the school telephone only in case of a real need.
- B. The teacher or principal will determine when a real need exists.
- C. No student may use the telephone without authorization from the school secretary, teacher, or principal.
- D. CELL PHONE POLICY - See attached Delta Elementary Policy

VIII. SCHOOL VISITORS

- A. In order to provide the best learning and safe environment for all of our students, we must require **all visitors, parents, etc.** to check in from their vehicle and follow required safety procedures.
- B. Students must go to their classroom or assigned area each morning unassisted by parents, other family or friends.

IX. HEAD LICE POLICY

- A. If a head lice problem occurs, the school will act promptly following the school board's policy.
- B. Students who are determined by the school nurse or the principal to have head lice will not be allowed to remain at school. Parents will be notified to come and pick up their child. Students will not be allowed to ride the bus until they are cleared by the school nurse.
- C. Students who have been sent home for head lice **MUST** be accompanied by the parent to the school office until the student is cleared by the school nurse.
- D. Any students who have had contact with an affected student will be checked for head lice.

X. GRADES AND GRADING

- A. Grades taken during the grading period will be recorded as percentage grade in the teacher grade book.
- B. Report card grades will be reported as percentage and letter grade.
- C. Six weeks grades will be averaged with the percentage grades.
- D. Semester grades will be averaged with the percentage six weeks grades.

- E. The final grade will be averaged with the percentage semester grades.
- F. All schools shall use the following uniform grading system for students enrolled in all grade K-12 for which letter grades are used.

Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

G. A conduct grade is a separate grade from academic subjects. No grade lower than a "C" may be given unless the teacher has had personal contact with the parent during that grading period to discuss the reasons for the conduct grade.

*******KINDERGARTEN REQUIREMENTS:*******

MUST PASS END OF YEAR WITH 75c IN BOTH MATH AND ELA. IF STUDENT DOES NOT MEET THESE REQUIREMENTS THEY WILL NOT BE ALLOWED TO PARTICIPATE IN KINDERGARTEN GRADUATION.

XI. MEDICATION

- A. Medication will not be administered at school unless parents have followed the procedure outlined in the Morehouse Parish School Board's Policy Manual.
- B. Medication forms must be updated each year.
- C. Parents will be contacted if their child becomes sick at school.
- D. Students who have communicable diseases will be sent home.
- E. Students, who have been out sick and have prescription medication, should take their medicine before and/or after school. DO NOT SEND THE MEDICINE TO SCHOOL TO BE TAKEN DURING THE DAY.
- F. Any student that needs to take medicine during the school day must get a medication form completed by their physician and approved by the school nurse before the school can administer the medication.

XII. SMOKING/VAPING

New legislation prohibits smoking/vaping within 200 feet of a school building. **No smoking will be allowed** anywhere on our school grounds, **including in a vehicle during school or in car rider line.**

It is a state law that if a parent or guardian drops a student off and a marijuana smell is detected it is mandatory to report it to Child Services.



Parent/Guardian Policy

Delta Elementary believes, as research supports, that when schools work together with families to support learning, children tend to succeed not only in school, but also throughout life. In maintaining this belief, Delta will strive to create a positive, informed and supportive relationship between the home and school.

Delta Elementary will keep parents informed through written and verbal communication. We will be implementing the Remind program which keeps parents informed via text messages. We will also be implementing the new Parent Parties Engaged to help parents with school subjects and getting to know Delta Elementary and its curriculum and policies.

The school's Parent/Student Handbook will identify parent and student policies, procedures, activities and services available to them. Parents will receive weekly information from individual teachers through homework and test folders.

Delta Elementary will conduct an annual "Back to School Night" at the beginning of the school year. This meeting will allow parents to receive relevant school information including local and state curriculum, guidelines, assessment, and pupil progression.

Parents will also serve on the Delta Elementary School Improvement Team and will be involved in the development/approval of the school parent policies and activities. Delta Elementary will provide parents by letter that they have the right to know, request, and receive timely information on the professional qualifications of their children's teacher(s).

Delta Elementary will also provide parents with information, guidelines and techniques for helping their children through Weekly Student Folders. Additional parent activities for the 2024-2025 year will include Family Activity Webinars to keep parents informed of our curriculum and relevant district and state assessments. Continuous efforts will be made to keep parents informed of their children's on-going academic progress.

How to Use the Student Progress Center

<http://jpams.mpsb.us/progress/>

The screenshot shows the 'Morehouse School Student Progress Center' login interface. It features a dark grey header with the title in white. Below the header, the page is split into two light blue sections. The left section contains a login form with fields for 'User Name' and a password (represented by dots), a 'Login' button, and a 'Forgot Password?' link. The right section contains buttons for 'Register New User', 'Help', and 'Browse School Courses', along with a language dropdown menu set to 'English'. A timestamp '03.22.2016 08:30' is visible at the bottom left of the login section.

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Accessing SPC

From Student Progress Center

This page provides an *Overview* link to describe basic features of the Student Progress Center.

Additional links located beneath *Overview* explain the detail areas of a student's screen, such as *Grades, Assignments, Calendar, Attendance, Discipline, Transcript, Test Scores, and Fees.*

[Parent Home Page](#)
[Student Home Page](#)
[Grades](#)
[Calendar](#)
[Attendance](#)
[Discipline](#)
[Transcripts](#)
[Tests](#)
[Communication](#)

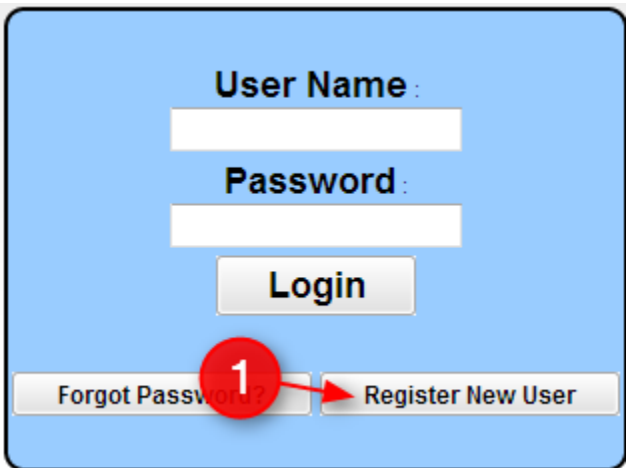
Register New User

From Student Progress Center

This page will show you how to register as a new user so you can view your child's grades, days absent, discipline and more.

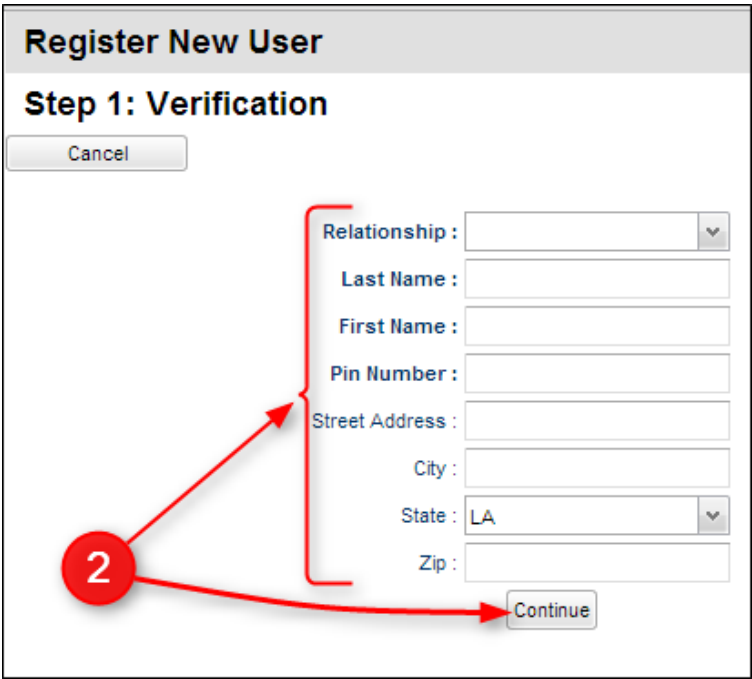
Video [Register New User video](#)

- 1. For first time users, click the button “Register New User” as shown below.



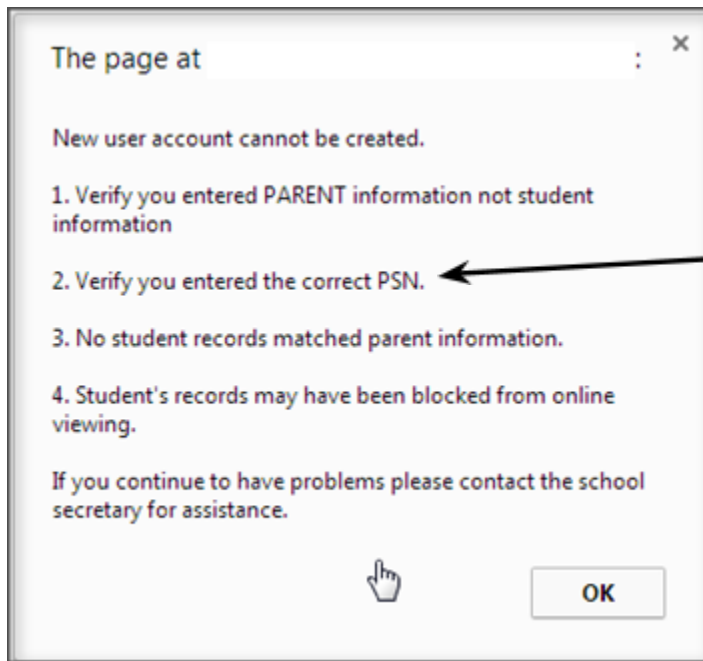
A login and registration interface with a light blue background. It features two input fields for 'User Name' and 'Password', followed by a 'Login' button. At the bottom, there are two buttons: 'Forgot Password?' and 'Register New User'. A red circle with the number '1' is placed over the 'Register New User' button, with a red arrow pointing to it.

- 2. Select your relationship with the student from the drop down menu and then enter your information into the proceeding fields.
 - o **Note:** Not all of the information shown in the illustration below is required by every district.



A registration form titled 'Register New User' with a sub-header 'Step 1: Verification'. It includes a 'Cancel' button at the top left. The form contains several input fields: 'Relationship' (a dropdown menu), 'Last Name', 'First Name', 'Pin Number', 'Street Address', 'City', 'State' (a dropdown menu with 'LA' selected), and 'Zip'. A red circle with the number '2' is located at the bottom left, with a red arrow pointing to the 'Relationship' dropdown and another red arrow pointing to the 'Continue' button at the bottom right.

3. If the information *did not* match the data system, a message like below will appear. A new user must be listed as a Guardian, Father, or Mother of the student and all information about the user must match exactly with what is in the system. If you believe all the information is typed correctly and you are getting the message below, please contact your child's school to verify/update your information or to see if a fee is owed.



PSN- This is the last six digits of your child's Social Security number.

4. If the information *did* match with the data system, a screen like below will be shown. Enter a User Name, then enter the desired Password (twice). Click on "Complete" to finish the new user registration.

A screenshot of a web form titled "Register New User" with a subtitle "Step 2: User Creation". There is a "Cancel" button at the top left. The form contains three input fields: "User Name", "Password", and "Confirm Password:". A red circle with the number "4" has two arrows pointing to the "Password" and "Confirm Password" fields. A "Complete" button is at the bottom. A red bracket groups the three input fields.

Link Students

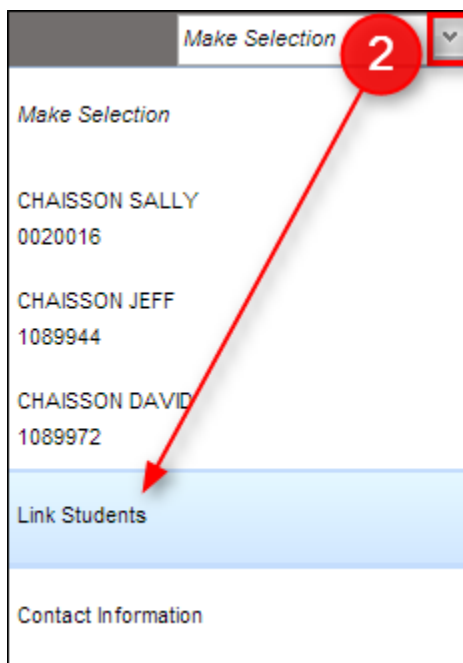
From Student Progress Center

This page will show how to link all of your children together so that you only have to use one user name and password.

Video

[Link Students video](#)

1. Login to the Student Progress Center with your login and password.
2. On the top right of the screen, click on the drop down arrow and choose "Link Students".



3. Enter the student's Last Name, First Name, SSN, and Birthdate, then click "Submit". **Note:** The items need to match what is contained in the data system at your child's school.

Link Student

This page allows parents/guardians to link students to their Student Progress Center portal. To link a student you must enter exactly the student's last name, first name, SSN, and birthdate then click on the Submit button.

Cancel

Last Name : CHAISSON

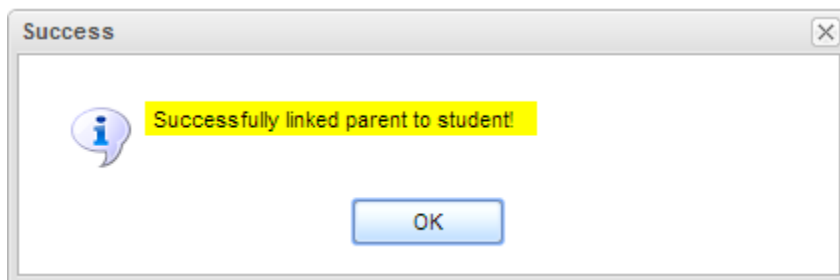
First Name : DAVID

SSN : 123-45-6789

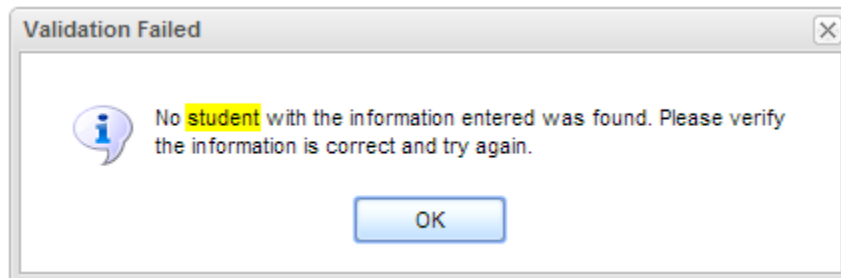
Birthdate : Jan 29 2003

Submit

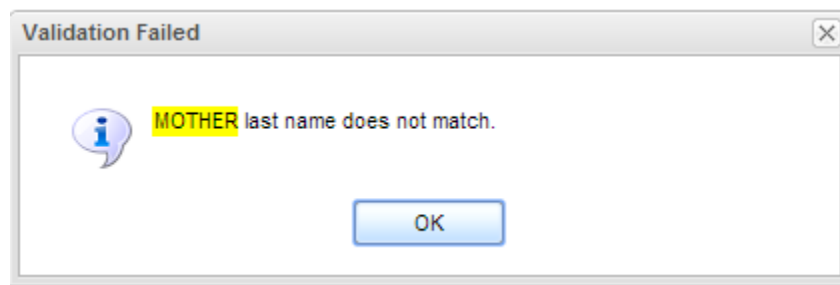
4. If a match was made between student and parent/guardian, a message like below will appear. Click the "OK" button. You will be brought back to the main page and the newly linked student will show on screen.



- o If some information about the student did not match the data system, a message like below will appear. Verify the student's information entered. If still no match, contact the child's school.



- o If some information about the Mother, Father, or Guardian did not match the student's Mother, Father, or Guardian, a message like below will appear. Verify the information entered. If still no match, contact the child's school to verify your information in the data system.



The following
section contains
excerpts from
the Morehouse
Parish Policy
Manual.